# Erasmus+ Programme

**Key Action 1**
**– Mobility for learners and staff –**
**Higher Education Student and Staff Mobility**
## Inter-institutional[1] agreement 2016-2021
### between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

## A. Information about higher education institutions

| Name of the institution (and department, where relevant) Erasmus code | Contact details (email, phone) | Website (eg. of the course catalogue) |
|---|---|---|
| **University of Bialystok PL BIALYST04** | International Programmes and Relations Office erasmus@uwb.edu.pl, incoming@uwb.edu.pl Phone/Fax: +48 857457089 Erasmus Institutional Coordinator: **dr hab. Anna Piszcz**, piszcz@uwb.edu.pl Departmental Coordinator: Agata Butarewicz-Głowacka, a.butarewicz@uwb.edu.pl | http://www.uwb.edu.pl (English version) |
| **University of Crete G KRITIS01** | Ioannis Karakassis, Erasmus Institutional Coordinator/ University of Crete Tel.: +30 28310 77900, Fax: +30 28310 77909 E-mail: secretary@rector.uoc.gr  Administrative contact: Eleftheria Alefandinou Deputy Head of International Relations University of Crete, Rethymno Campus 74100, Rethymno, Crete, Greece Tel.: +30 28310 77724, Fax: +30 28310 77725 email: alefandinou@admin.uoc.gr | University of Crete website: http://www.uoc.gr  *I*nternational Relations website: http://www.uoc.gr/intrel/index.htm |
| Department of Philosophical and Social Studies | Erasmus Departmental Coordinator: http://www.uoc.gr/en/intrel/cat42/cat42.html | http://ww2.fks.uoc.gr/greek/index.php |

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

[2] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers[3] per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

| FROM [Erasmus code of the sending institution] | TO [Erasmus code of the receiving institution] | Subject area code * [ISCED] | Subject area name * | Study cycle [short cycle, 1st, 2nd or 3rd] * | Number of student mobility periods | |
|---|---|---|---|---|---|---|
| | | | | | Student Mobility for Studies [total number of months of the study periods or average duration *] | Student Mobility for Traineeships * |
| G KRITIS01 | PL BIALYST04 | 0110 | Education | 1st, 2nd | 20 (4 students) | |
| PL BIALYST04 | G KRITIS01 | 0110 | Education | 1st, 2nd | 20 (4 students) | |

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

| FROM [Erasmus code of the sending institution] | TO [Erasmus code of the receiving institution] | Subject area code * [ISCED] | Subject area name * | Number of staff mobility periods | |
|---|---|---|---|---|---|
| | | | | Staff Mobility for Teaching [total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
| G KRITIS01 | PL BIALYST04 | 0110 | Education | 10 (2 persons) | 10 (2 persons) |
| PL BIALYST04 | G KRITIS01 | 0110 | Education | 10 (2 persons) | 10 (2 persons) |

## C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

| Receiving institution [Erasmus code] | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies Minimum recommended level: B1 | Staff Mobility for Teaching Minimum recommended level: B2 |
| G KRITIS01 | | English* | | B2 | |
| PL BIALYST04 | | Polish for all programs | English for courses | English B1 | English B2 |

3Mobility numbers can be given per sending/receiving institutions and per education field (optional*: http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)
4For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

| | | | offered to exchange students | | |
|---|---|---|---|---|---|

*As most of the courses are carried out in Greek, it is desired that the students speak and write in Greek. However the Department accepts students whose English knowledge is assessed to the B2 European Level, because the Department offers the alternative possibility to the Erasmus students of getting the necessary credits by writing an essay-paper in English

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

## D. Additional requirements
## *PL BIALYST04*

1. Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.
2. Not all of University buildings have the infrastructure to welcome students with disabilities. Please contact International Programmes and Relations Office in order to get more information. Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.
3. If there are not enough students registered for the courses, the instructors usually do individual study with Erasmus+ students.
4. Application documents received after application deadlines will not be accepted.
5. Application form and Learning Agreement should be filled in English.
6. Student should mail Application Form, Learning Agreement (signed and stamped by Erasmus coordinators) to incoming@uwb.edu.pl, a.butarewicz@uwb.edu.pl

*G KRITIS01*: *Regarding infrastructure for students and staff with disabilities, please visit our website:* http://www.uoc.gr/intrel/uk/cat_3_1.htm#Visitors
*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*
*[Please specify whether the institution has the infrastructure to welcome students and staff with disabilities.]*

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|---|---|
| **PL BIALYST04** | June 30th | November 30th |
| **G KRITIS01** | June 15 | November 15 |

2. The receiving institution will send its decision within **six weeks**.

3. **PL BIALYST04:** A Transcript of Records will be issued by the receiving institution no later than **four weeks** after the assessment period has finished at the receiving HEI.
   *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

1) *Academic Calendar:*

a) *Fall (1st) Semester : Usually from 1st week of October to 1st week of February.*

b) *Spring (2nd) Semester       : Usually from 3rd week of February to 3rd week of June.*

2) *Partner institution should send nominations to a.butarewicz@uwb.edu.pl specifying the name/s, field of study, academic year and semester, number of months, and e-mail address of the nominated student/s.*

**G KRITIS01**: The receiving institution will send its decision/acceptance within 5 weeks after the application deadlines.

### 4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F.  Information

### 1. Grading systems of the institutions

**PL BIALYST04** - http://uwb.edu.pl/ *(English version)*
*In case of additional questions, please contact Erasmus Coordinator.*

| POLISH GRADE: | LOCAL DEFINITION | ECTS GRADE: | % of successful students normally achieving the grade | DEFINITION: |
|---|---|---|---|---|
| 5 | Bardzo dobry / very good | A | 10 | EXCELLENT - outstanding performance with only minor errors |
| 4+ | Dobry plus / better than good | B | 25 | VERY GOOD - above the average standard but with some errors |
| 4 | Dobry / good | C | 30 | GOOD - generally sound work with a number of notable errors |
| 3+ | Dostateczny plus / better than satisfactory | D | 25 | SATISFACTORY - fair but with significant shortcomings |
| 3 | Dostateczny / satisfactory | E | 10 | SUFFICIENT - performance meets the minimum criteria |
| 2 | Niedostateczny / unsatisfactory (fail) | F, FX | - | F - FAIL - some more work required before the credit can be awarded FX - FAIL - considerable further work is required |

**G KRITIS01**: The University of Crete uses the European Transfer and Accumulation System (ECTS). More info can be found at: http://www.uoc.gr/intrel/uk/cat_1_2.htm

University of Crete grading system is characterized as follows:
EXCELLENT: from 8.50 to 10,
VERY GOOD: from 6.50 to 8.49,
GOOD: from 5 to 6.49,
Minimum passing grade is 5
Grade less than 5 in the individual courses indicates failure.
*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[5]. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.
Information and assistance can be provided by the following contact points and information sources:

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5 http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| PL BIALYST04 | incoming@uwb.edu.pl<br>+48 85 7457089,<br>+48 85 7457051 | http://www.uwb.edu.pl (English version) |
| G KRITIS01 | intrelations@admin.uoc.gr<br>00302831077725 | http://www.uoc.gr/intrel/uk/cat_1_2_1.htm |

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

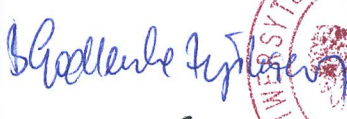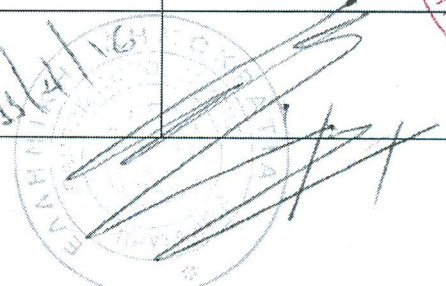| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| PL BIALYST04 | incoming@uwb.edu.pl<br>+48 85 7457089,<br>+48 85 7457051 | http://www.uwb.edu.pl (English version) |
| G KRITIS01 | intrelations@admin.uoc.gr<br>00302831077725 | http://www.uoc.gr/intrel/uk/cat_1_2_1.htm |

## 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| PL BIALYST04 | incoming@uwb.edu.pl<br>+48 85 7457089,<br>+48 85 7457051 | http://www.uwb.edu.pl (English version) |
| G KRITIS01 | intrelations@admin.uoc.gr<br>00302831077725 | http://www.uoc.gr/intrel/uk/cat_1_2.htm |

## G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|---|---|---|---|
| PL BIALYST04 | prof. Beata Godlewska-Żyłkiewicz<br>Vice-Rector for Research and International Relations | 12/04/2016 | |
| G KRITIS01 | Professor Odysseas-Ioannis L. Zoras<br>Rector | 13/04/16 | |

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6 Scanned signatures are accepted